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Nova University Graduate Program In Public Administration

NOVA UNIVERSITY ARCHIVES

**A nationwide in-career executive leadership program
designed especially for those experienced in public management
who wish to earn an advanced degree (MPA or DPA)
without interrupting their professional careers.
Study centers are being organized throughout the country.
Most sessions are scheduled for
monthly two-day meetings.**

A Program for Practicing Public Administrators

Nova University offers a nationwide management leadership program for career administrators leading to graduate degrees in public administration. It provides practitioners an opportunity to develop a broader management perspective and a greater understanding of administrative processes and techniques. It enables experienced public administrators to earn advanced management degrees (Master of Public Administration or Doctor of Public Administration) without interrupting their professional careers.

The Program is designed for administrators in public and community service in national, state and local government and paragonovernmental agencies. It is intended for management staff in such activities as public health, public safety, public works, the military services, housing and welfare, as well as finance, planning, personnel and law. Elected officials and business and union leaders engaged in public affairs may also enroll.

The inception of the program reflects a sense of urgency in coping with the increasing complexities of public management and a creative approach to institutional change. Executive development in public administration adds strength to the capacity of national, state and local institutions to meet the problems of a changing and increasingly urbanized society.

The growing complexity of public life increases the need for qualified administrators, whose education, experience and perspective transcend the specialist viewpoint. Urban growth, rising expectations, increased mobility, the "knowledge explosion" and other factors generate rapid change throughout modern society. In consequence a wide array of complex issues confronts government. Administrators must deal with the design and implementation of services, assess priorities and make maximum use of limited resources. Nowadays public tasks require the skill of specialists and the insight of generalists.

The modern administrator must understand human behavior and community reaction to social change. He must deal competently with numbers, computers and various management information techniques. He must also be perceptive and skillful in handling the human problems of highly complex organizations. He must enrich political procedures with mature judgment based on comprehensive analysis. He must make management more realistic by explicit comparison of effectiveness and costs

in the development of programs. He must fully understand the political setting and policy objectives of public affairs as well as the techniques of public administration.

In the future, public administrators will require even greater understanding of political power, program policy and the basic techniques of administrative analysis. With such understanding the individual will perform more effectively and with more professional confidence as his career develops. The professional specialist in engineering, public health or social work, like the general administrator in staff services needs a broad public management perspective—as has been emphasized by recent studies and reports.

Capacity for leadership may be endowed partly by nature, but knowledge, wisdom and skill to make leadership constructive and effective must be consciously acquired through education as well as experience. The Nova University Program in Public Administration aims to meet public administrators' needs by being fundamentally informative, intellectually provocative, pragmatically relevant and conveniently located and scheduled. It utilizes the experience of the traditional university, the university-without-walls and the executive seminar (as well as the Nova Ed.D. Program) to develop a management leadership program which leads to a graduate degree. It seeks to involve the individual participant, to expand his capacity on the basis of his own experience, interests and needs. It develops the perspective and competence of the new generalist who must integrate a variety of specializations in the development and implementation of the overall policies of government. It is sufficiently flexible to enable individual participants to emphasize specific problems with which they are involved.

Nova University Graduate Program In Public Administration

Study Groups Located Throughout The Country

A principal feature of the two-year program is the cluster or study group, located throughout the country, bringing the university to the practitioner. Participants meet at conveniently located centers. Each cluster consists of 30 to 40 participants (divided into two sections) who go through the entire program together, developing a close working relationship to which all contribute and from which all benefit.

Monthly Two-Day Intensive Discussion Sessions

In the Nova Program most class sessions are concentrated in a series of monthly two-day meetings (generally Friday and Saturday). This approach provides opportunities for a variety of educational techniques. Its principal advantage is the continuity of concentration on the issues specifically under consideration.

National Workshops

There will be regular ten-day National Workshops in Fort Lauderdale. They will establish national relationships between participants and assist in developing a broader perspective among administrators. They will provide a series of seminars in various fields of administration, such as public health, social welfare, regulatory agencies, police administration or general municipal administration.

Academic Leadership

The plan of study makes it possible to utilize professional teacher-scholars and public officials from all parts of the country. Their role is to promote and guide discussion rather than to lecture. The program will be served by visiting preceptors and local program directors.

Study-While-You-Work Features

All participants are required to prepare written studies including a major project report/dissertation. The DPA project must be a study, using sophisticated techniques to analyze a significant administrative problem and must propose program and organizational actions and assess possibilities of implementation.

The program stresses the need for intense prior preparation by the candidates through individual study.

To facilitate this, a statement of approximately 30 pages will be issued for each of the program components.

The use of problem case studies provides opportunities to relate the specific problems facing the administrator to general knowledge and methods derived from accumulated experience.

Admission

The basic requirement for admission is that the applicant hold an administrative or management post in public or community service. A second basic requirement is a bachelor's degree from an accredited institution. In exceptional cases candidates will be accepted on the basis of demonstrated experience and professional competence without a formal academic record.

Costs And Financial Assistance

Tuition for the master's program is \$1,750 per study year.

Tuition for the doctoral program is \$2,000 per study year.

Included in the tuition cost is the provision of curriculum statements and study publications. Travel and living costs are additional expenditures. Participants in the program are eligible for Federally Insured Loans. The program is also approved for Veterans Administration Education Assistance Allowance. Many employers will provide tuition assistance or reimbursement.

For further information and application forms write:
**Director, Graduate Program in Public Administration,
Nova University, Fort Lauderdale, Florida 33314.**

The Graduate Program in Public Administration leads to a Master of Public Administration (MPA) and a Doctorate in Public Administration (DPA).

The Integrated Program of Study

The program aims at developing the capacity of public administrators for leadership in basic management roles.

The **MPA** candidates will undertake the following six sequences.

Political Partner

To develop a perception of the pluralist political nature of government in its national, state and local components:

- The Complex of National, State and Local Institutions (Executive, Legislative and Judicial)
- Basic Doctrines. Persistent Political Images and Prevailing Public Moods Affecting Administration
- Communities, Interests and Parties

Information User

To provide the administrator with an understanding of the necessary skill in research and evaluation for his role as a utilizer of information:

- Information Models and Their Uses
- Techniques of Data Analysis
- Techniques of Data Collection

Policy Formulator

To provide a conspectus of the major imperative governmental functions:

- Protective Functions
- Environmental and Economic Development Functions
- Social and Human Functions

Organization Coordinator

To increase the understanding of the administrative system and the behavior of those working within it:

- Organization Principles and Management Practices
- Administrative Responsibility and Ethics
- Group Dynamics and Interpersonal Skills

Resource Mobilizer

To enhance the appreciation of constraints and of the resources

available to the administrator.

- Authority, Power and Administrative Law
- Funding and Finance Administration
- Staffing and Personnel Management

Program Mover

to consider basic processes and means used to accomplish management objectives:

- Planning and Program Development
- Resource Allocation and Budgeting
- Performance Measurement and Control

The **DPA** candidates will undertake eight sequences: the six prescribed for the **MPA** candidates and two additional ones.

Research and Development Directing

to develop an understanding of the formulation and organization building for research and development programs and of the evaluation and projection of the consequences of such programs:

- Research Program Formulation and Organization Building
- Development Program Formulation and Organization Building
- Research and Development Evaluation; Progress and Consequences

Systems Changing

to evaluate the system of administration in a given area of the United States against comparable areas in other countries, to appreciate the impact of culture on administrative concepts and practices and to perceive alternate strategies and tactics in that area of the United States:

- National and State
- Urban-Metropolitan
- Strategy and Tactics of Continuity and Change

For the more traditional system of separate courses and credits, the program substitutes an integrated treatment of management leadership related to the experience of the participants. This active participation by administrators of varied experience and viewpoints in a common program of study enriches the program and adds to its educational effect.

Nova University

Nova University was chartered in 1964 as a graduate university. It offers the Ph.D. in Behavioral Sciences, Life Sciences and Oceanography; the Ed.D. for public school administrators and community college faculty; and master's degrees in counseling and guidance, early childhood and instructional systems. It is accredited by the Southern Association of Colleges and Schools as a special purpose university which does not offer undergraduate degrees. Nova is a private, nonprofit, racially nondiscriminatory institution.